

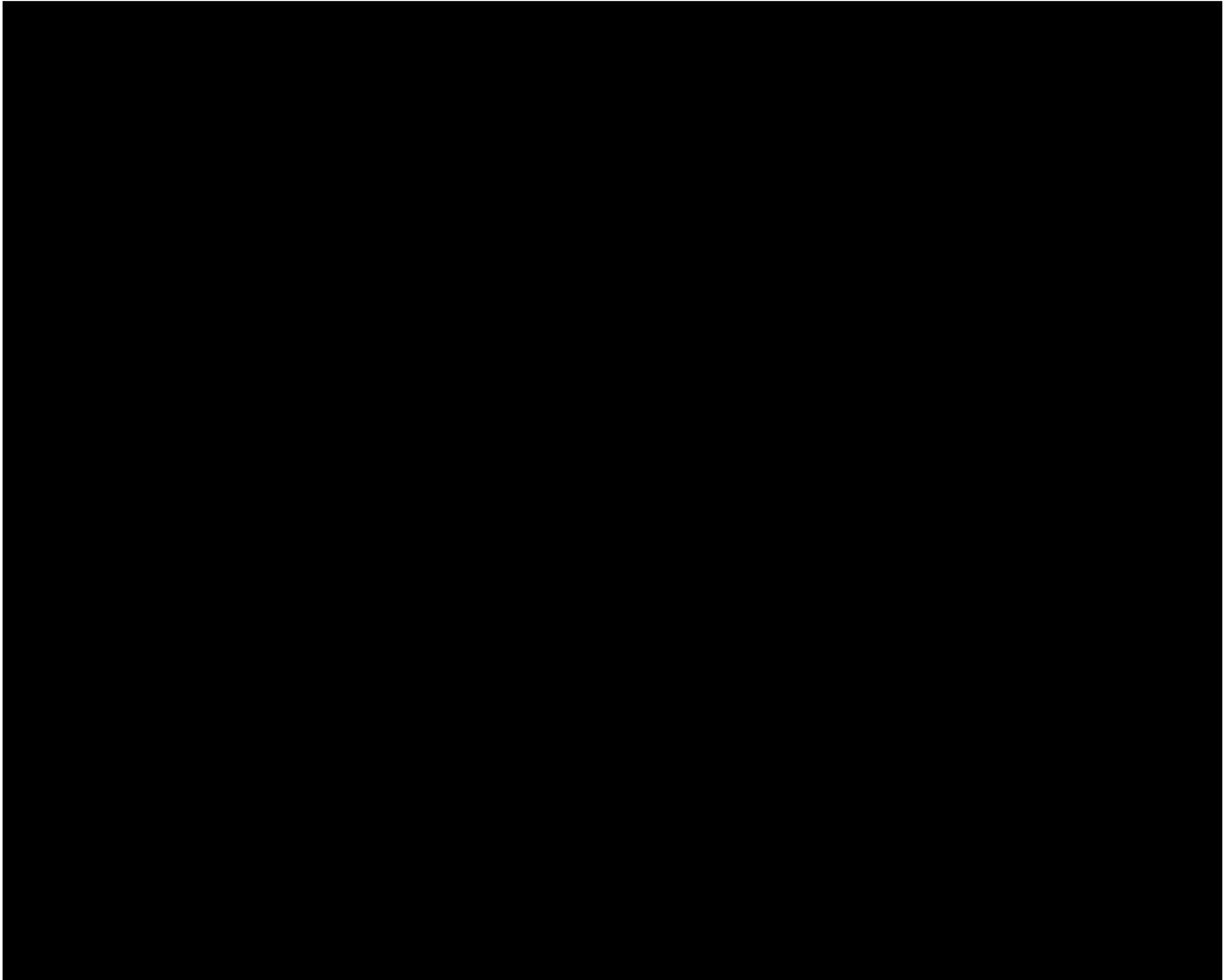
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11 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

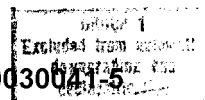
SUBJECT : Office of Personnel Report - Week Ending 8 March 1968

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3. Visit to the National Security Agency: On Wednesday, 6 March 1968, Deputy Chief, Recruitment Division with the Chief, Placement Division and the Registrar, Office of Training visited the National Security Agency Personnel Office. They were briefed by the Acting Chief of the NSA Career Guidance and

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Management Development Staff on training programs offered to NSA employees. Special attention was given to their graduate studies program which is of assistance in the recruitment and retention of their scientific personnel.

4. New Insurance Benefits: As of 8 March 1968, we have received [REDACTED] FICLI election forms (SF 176-T). Of this total [REDACTED] or 11.4% have elected the optional insurance and [REDACTED] or 7.4% have waived all insurance coverage. Less than 5% of the total received have come in from overseas stations.

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5. Cooperative Education Program: The working relationship between the new Coordinator of Cooperative Education at the Virginia Polytechnic Institute and our Office of Communications officials does not appear to be as smooth as had been the case with the former Coordinator. A plan whereby VPI would furnish a certain number of students each year has broken down somewhat. This may be due to a lack of understanding concerning the plan on the part of the new Coordinator at VPI. Mr. [REDACTED] will visit VPI on Wednesday, 13 March, with Mr. [REDACTED] of the Office of Communications to attempt to solve this problem.

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Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	16	0
In Study Status	10	5
PBS's Received:		
In Process	7	16
Under Consideration	1	6
PBS's Given, Not Rec'd	7	0
<u>TED:</u>		
In Work Status	1	-
In Study Status	1	-
PBS's Received:		
In Process	0	-
Under Consideration	0	-
PBS's Given, Not Rec'd	2	-

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<u>OCS:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	5	-
In Study Status	7	-
PMS's Received:		
In Process	1	-
Under Consideration	0	-
PMS's Given, Not Rec'd	0	-

AREA STUDY SUMMER INTERNS:

In Work Status	-	0
In Study Status	-	5
PMS's Received		
In Process	-	10
Under Consideration	-	4
PMS's Given, Not Rec'd	-	2

COMMO:

In Work Status	6	-
In Study Status	4	-
In Process	2	-

6. Qualifications Inventory: Attached is a progress report entitled:
Establishment and Maintenance of the Agency's Qualifications Inventory.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

Distribution:

OO 2- Addressee

1- IG

X- D/Pers Subj File

1- D/Pers Chrono

OD/Pers, [REDACTED] 11r (11 Mar 68)

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6 March 1968

MEMORANDUM FOR: Director of Personnel

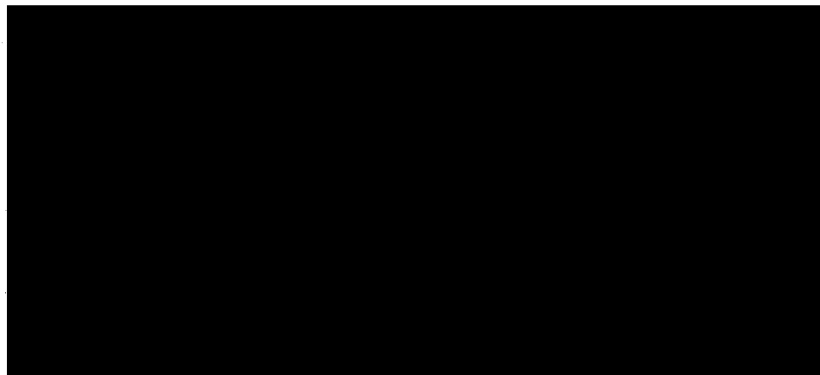
SUBJECT: Progress Report - Establishment and Maintenance
of the Agency's Qualifications Inventory

1. Progress in establishing the Agency's Qualifications Inventory is evident through the following:

a. Publication of Agency Notice [REDACTED] "Qualifications Inventory", dated 10 February 1967.

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This Notice explained that much information had already been processed into the computer and is retrievable. It announced that each employee would be asked to update his vital statistics and CIA work experience by filling in applicable information on a comprehensive questionnaire, Form 444j, "Qualifications Supplement to the Personal History Statement". The Notice also stated that the inventory would be particularly useful in responding to requests from operating components. Requests for information from the inventory have been varied. Examples are -



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(A comprehensive list showing the range of requests is contained in TAB-A)

b. Overseas Service Review

The computer record of overseas service of each employee was pre-printed on his Form 444j to be verified,

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added to, or corrected. Computer records are being changed accordingly.

c. Development of Clear Text Print-Out Capability

Definitions of codes have been established and processed into the computer permitting the print-out of clear language reports.

d. Reports

Basic recurring qualifications reports have been established which provide immediate response capability on type of work experience and when and where performed, formal education, hobbies, area knowledge and language abilities. Special computer reports for biographic and qualifications information not covered in the above mentioned recurring reports are available upon request.

e. Status of Development

- Pre-CIA military and civilian work experience and formal education have been processed into the computer for all employees.
- Approximately [REDACTED] Forms 444j have been returned and [REDACTED] of these have been analyzed and up-to-date information on dependants, area knowledge, education and CIA work experience, etc., has been processed into the computer.

(An outline of the types of information available is shown in TAB-B.)

f. Maintenance of the Inventory

The inventory will be maintained by employees' completing a one-page form titled "Qualifications Update", Form 444n. The form will be completed: (a) at any time on an employee's initiative; (b) by each employee processing to or returning from an overseas tour of duty; and (c) annually by Headquarters personnel.

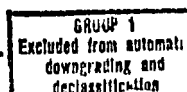
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[REDACTED]
Chief, Records and Control
Division

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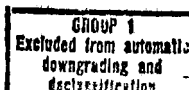
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KINDS OF QUALIFICATIONS INFORMATION AND EXTENT TO WHICH
AVAILABLE FROM THE AGENCY'S QUALIFICATIONS INVENTORY

<u>INFORMATION</u>	<u>EXTENT OF AVAILABILITY</u>
- <u>Dependants</u> (Number, Relationship, Date of Birth, Sex)	Available on 35% of Agency employees. Processing continuing on remainder.
- <u>Citizenship</u> (Present or former citizenship of employees. If naturalized, former country and year naturalized)	Available on all employees.
(Present or former citizenship of spouse. If naturalized, former country and year naturalized)	Available for spouse of all employees.
- <u>Foreign Language Ability</u>	Tested, claimed or disclaimed language proficiencies available on all employees.
- <u>Geographic Area Knowledge</u> (Type of area knowledge, how and last year in which it was acquired)	Available on 35% of employees. Processing continuing on remainder of employees.
- <u>Military Experience</u> (Number of years and last year of service in each field of military specialization and organization where performed)	Available on all employees.
- <u>Military Education and Training</u> (The educational specialty, the name or type of school and the year completed)	Available on all employees.
- <u>Civilian Education and Training</u> (The major course of study, extent of study, the name of the school, and the year completed)	Academic degrees from recognized colleges available for all employees. Education completed in accredited or non-accredited colleges not resulting in a degree is 35% complete on all employees. Processing is continuing on the remainder.
- <u>Civilian Work Experience</u> (The number of years and the last year of performance in a field of specialization, the function performed, and the type of organization in which performed)	Pre-CIA work experience available on all employees. CIA work experience available on 35% of Agency employees.

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4 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 1 March 1968

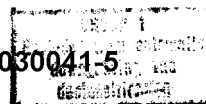
1. Summer Intern Program: We are processing for final selection candidates for summer internships in Area Studies. Fifty-three students indicated an interest in the program. At the present time 28 of the original 53 are still under consideration for the 18 openings.

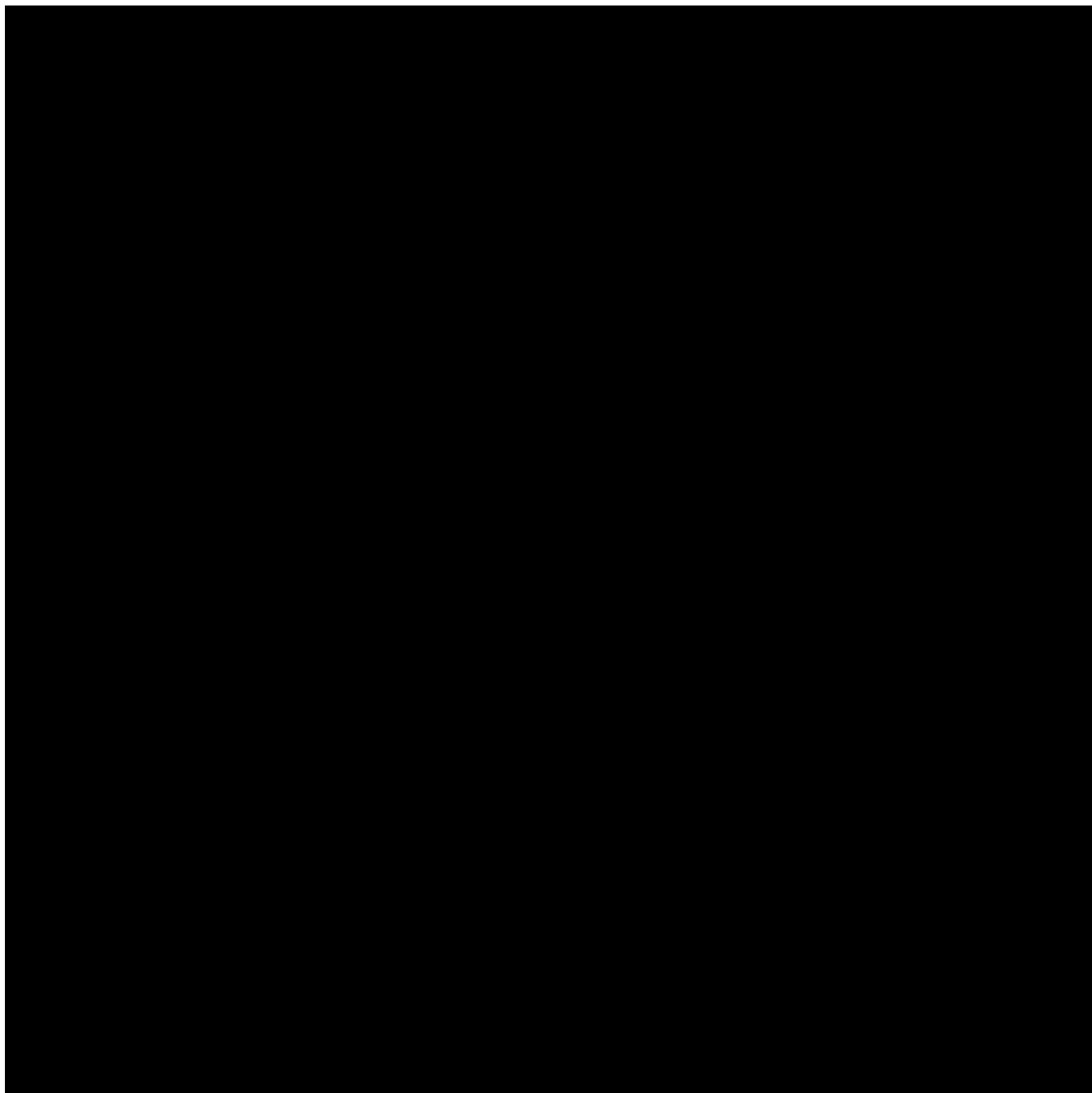
2. Sterilized Position Descriptions: We are compiling a folder of sterilized position descriptions for Personnel Career Service positions. These position descriptions are to be used to assist those employees leaving the Agency, for any reason, in preparing an employment resume. Similar information concerning positions in other career services will be provided by the Retirement Counseling and Placement Staff as time permits.

3. Salary and Wage Matter: Messrs. [REDACTED] of the Position Management and Compensation Division visited [REDACTED] to resolve several wage board and general schedule allocation problems. 25X1A 25X1A

4. Professional Manpower Committee: In addition to attending the two-day conference of the Professional Manpower Committee at [REDACTED] at which agreement was reached on 11 recommendations, Chief, Plans and Review Staff consolidated the various briefings given by Office of Personnel representatives into a paper entitled, "Recruitment of Quality Professional Personnel," which will serve as a tab to the committee report. The committee expects to submit its report to the Executive Director-Comptroller on 7 March. 25X1A

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individuals currently in the Revolutionary Cadre Program have been computed by MMPD and checks mailed to bank accounts desired by each officer. Individuals were notified by personal memoranda 16 February 1968 that action had been completed and checks would be mailed to their accounts by the end of February 1968.

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MMPD also furnished each individual a copy of computations, instructions for the Pay Comparison Form, copies of monthly pay vouchers

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[REDACTED]

and military forms W-2, Combat Zone Tax Exclusion Certificate, Internal Revenue Service Instructions and necessary forms for filing 1967 Income Tax statements.

7. Reserve Activities: Seven employees of the Agency who are Air Force Reserve Officers completed a two-week active duty training tour by taking a course entitled "Counterinsurgency" at the USAF Special Air Warfare School, Hurlburt Field, Florida. All officers reported that the course was outstanding in every respect.

8. Returnees - 10% Overseas Reduction: The Central Cover Staff has provided us with a list of employees identified as those who will be returned from overseas to the United States as a result of the 10% reduction in overseas personnel. Arrangements have been made with Office of Computer Services to monitor this group by computer runs.

9. New Benefits - FEGLI: As of close of business 1 March 1968, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance Coverage, had been received and processed. With the exception of about [REDACTED] all of these forms are from employees in the Headquarters area.

Of the [REDACTED] employees responding so far, [REDACTED] employees elected the optional insurance and [REDACTED] waived all FEGLI coverage; thus 9.8% have elected the optional insurance and 7.2% have waived insurance coverage.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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6 FEB 1968

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 23 February 1968

1. Agency External Employment Assistance: Dr. [REDACTED] is now in the process of developing a system for incorporating market analysis, market projections and field returns of market potentials received from employees, retirees and Agency associates. In connection with this development, we plan to establish a Contact Control System. This system will enable us to maintain more accurate records on those organizations that we have referred retirees and other separations to for employment.

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2. Relocation of Office of Personnel Components: The Office of the Chief, Recruitment Division and the External Placement Branch, Retirement Counseling and Placement Staff moved from the Ames Building to Room 211 Magazine Building. There is no change in the telephone extensions used by employees in these two components.

The Correspondence Branch of Placement Division has moved from the Headquarters Building to Room 210 Magazine Building. The Applicant Files Section of the Records and Control Division has been merged with the Correspondence Branch in Room 210 Magazine Building. New telephone extensions for the merged activities are [REDACTED]

The Office of the Chief, Transactions and Records Branch/RCD was moved to Room 5E-1110 Headquarters. There is no change in his telephone extension.

3. Applicant Testing: Based on a decision by the Deputy Director for Support on 21 February, all field recruiters have been instructed by telegram

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not to schedule any further PCDP testing in the field. Applicants scheduled by recruiters for testing prior to receipt of the foregoing telegram will be permitted to take the test.

4. Visit by Chief, Mobilization and Military Personnel Division: During the week of 12 February 1968, Colonel [REDACTED] Chief, Mobilization and Military Personnel Division, and Major [REDACTED] Chief, Air Force Branch, MMPD, visited Office of Special Activities organizations located in [REDACTED]

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[REDACTED] The purpose of the trip was to discuss personnel matters at the two bases. At each base open meetings and private interviews were conducted with the officers and enlisted men.

5. Reserve Affairs: Dr. Herbert J. Liebeany, from the Department of State, was the guest speaker at the Agency Military Reserve meeting on Monday, 19 February 1968. He delivered a fine lecture on CENTO.

6. Visit to Selective Service Presidential Appeal Board: Mr. [REDACTED] Deputy Chief, MMPD, and [REDACTED] a representative from Office of Computer Services, visited the Selective Service Presidential Appeal Board to discuss the Agency's need to retain mathematicians. This meeting was most profitable, and it is believed that the Board now has a much clearer understanding of our needs in this area.

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7. Processing of FEGLI Insurance Benefits Forms: As of 3:00 p.m. 23 February, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance Coverage, had been received and processed. All of these were from employees assigned to the Headquarters area. A small number of forms have been received from employees located in the field.

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Of the forms received, [REDACTED] employees have waived all FEGLI coverage and [REDACTED] elected the optional insurance; thus, 7.2% have waived insurance coverage and 9.5% have elected the optional insurance.

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/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers/[REDACTED]:llr (26 Feb 68)

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